

Mazen Al Molla

Current Address:

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Experience Summary and Skills:

Project Management / Contract Administration:

- Procurement; preparation and refining the list of tenderers, preparation of tender documents, handling RFI's and addenda, evaluation of bids and contract award.
- Monitoring the progress of Contractors and Consultants with respect to contractual obligations reporting any deviation.
- Conducting / attending progress meetings, preparation of meeting agenda and issuing minutes of meeting.
- Reviewing and certifying Applications of Payment against actual work completed, and issuing Payment Certificates according to the terms of Contract.
- Handling technical submittals verifying compliance with specifications and contract, and ensuring approval of materials and drawings for construction.
- Reviewing and verifying claims and variations might arise.
- Handling correspondence, communication and coordination between project stakeholders (Client, Contractors and Consultants)

Planning and Scheduling:

- Preparation of project master program using Primavera (P3-P6) or Microsoft Project, loading resources and costs.
- Preparation of Budgets, Histograms, S-Curves etc.
- Reviewing and approving contractors' programs ensuring compliance with master program and meeting project objectives.
- Preparation of periodic reports analyzing progress and highlighting deviations, Areas of Concern etc.

Others:

- Excellent command of spoken and written Arabic & English Languages. Basic knowledge of French.
- Web design, graphics, marketing materials production etc.
- Excellent computer and IT skills.
- Excellent communications and negotiations skills acting as a company representative.

Education:	<p>Project Management Professional (PMP), 2008 Project Management Institute (PMI) – PA, USA.</p> <p>Cambridge International Diploma In Project Management, 2005 with Merit University of Cambridge, Local Examinations Syndicate – United Kingdom.</p> <p>B.Sc. in Electrical Power Systems & Machines Engineering, 2001 Ain Shams University, Cairo.</p>
Work Experience:	<p>Project Manager – Corporate Projects, EAI Group, Nov 2009 – Present Emirates Advanced Investments Group, Abu Dhabi.</p> <p><i>Duties & Responsibilities:</i></p> <ul style="list-style-type: none"> • Working closely with the Projects Director on driving the company projects. • Preparing Requests for Proposals, Project briefs etc. • Prequalifying Architects, Consultants and contractors. Raising my recommendations. • Handling tendering, commercial analysis and award procedures. • Monitoring & following up the project with respect to Plans (comparing actual costs and work performed, with respect to budget costs and work scheduled). • Reviewing and certifying the invoices of the various stakeholders against their contracts terms and actual work done. • Establishing the project management standards and procedures within the group. <p><i>Projects:</i></p> <ul style="list-style-type: none"> • Villas Compound in MBZ City – 8 Villas • Villas Compound in Shamkha City – 325 Villas + Public Areas • Food Factory in RAK • Private Airport in Abu Dhabi • 5 Office Buildings in Khalifa City A

Planning Manager, MAC Air / Galadari Electromechanical, Jun 2009 – Nov 2009

MEP Contracting Companies – Dubai.

Resigned due to major delays in salary payment and visa processing.

Duties & Responsibilities:

- Reporting to the top management on the overall company planning aspects; projects status, labor, submittals, concerns etc.
- Leading the planning team, reviewing, commenting and approving the schedules before submittal.
- Coordinating with the client, consultants, and main contractors on projects.

Projects:

- Mercure Hotel - Dubai
- Residential Building – Al Nahda, Dubai
- 2 Office Buildings – Sports City, Dubai
- Residential Tower – Media City, Dubai
- Residential Tower – Reem Island, Abu Dhabi

Asst. Project Manager / Snr. Planning Eng., De Leeuw M.E., Jan 2005 – Feb 2009

South African Project Management and Chartered Quantity Surveyors Company – Dubai.

Duties & Responsibilities:

- Assisting the senior project manager in all activities; correspondences, submittals, procurements, tendering and award activities etc.
- Monitoring & following up the project with respect to Plans (comparing actual costs and work performed, with respect to budget costs and work scheduled).
- Producing client reports including the analysis of performance (cost and time) and the required graphical representations.
- Reviewing and certifying the invoices of the various stakeholders against their contracts terms and actual work done.
- Establishing a master program, reviewing and approving contractors' programs.
- Formulated Project Management Plan, Site Procedures Manuals and Company Profile for the company.
- Represented the company in international exhibitions and helped marketing our services.

Projects:

- Construction of 80+ tower in Business Bay (under progress)
- Construction of 50+ tower in City of Arabia (under progress)
- “Al Wasl” suite fit out (Shangri-La Hotel, Dubai)
- “Dunes Café” renovation (Shangri-La Hotel, Dubai)
- Construction of a reception house (G+1) at G-19 Island. (“the world” in Dubai)
- Construction of two factories for Mattex (Jebel Ali, Dubai)
- Construction of a factory for Mammut pre-cast (Jebel Ali, Dubai)
- Other projects with part time contribution.

Planning & Cost Control Engineer, PETROJET, May 2003 – Jan 2005

Petroleum Projects & Technical Consultations Company

Southern Branch – Kattameya – Cairo – Talkha - Tanta

Eastern Branch – Ras Ghareb, Zeit Bay Fabrication Yard, Red Sea

Duties & Responsibilities:

- Executing the time schedule, cost plan and budget for the project, estimating the resources required (manpower, equipment, material and subcontractors).
- Monitoring & following up the project progress with respect to Plans (comparing actual costs and work performed, to baseline budget and schedule).
- Executing daily, weekly and monthly reports to the project manager and head office summarizing the work performance, and whether it's leading or lagging the schedule.
- Highlighting obstacles which may cause a delay in the project plan or cost overrun.

Projects:

- 12" – 62 Km pipeline for Burullus Gas Co. (Tanta – Damanhour)
- 10" – 54 Km pipeline for Cooperation Co. (Kafr El-Dawar – Janaclees)
- 24" – 10 Km pipeline for NatGas (Tanta – El Nubareya)
- 8" – 54 Km pipeline for PPC (Damietta – Talkha)
- Construction of a vertical tank (20000 m³) for GPC Company (Ras Ghareb)
- 8" – 14 Km pipeline for GPC Company (Ras Ghareb)
- 10"- 100 Km Pipeline for ESHPETCO company (Hurghada - Zeit Bay)
- Construction of three vertical tanks (3 x 8000 brls) for ESHPETCO company (Hurghada)
- Fabrication of 500 tons steel structures for SEGAS LNG project (Damietta)
- Fabrication of 180 tons steel structures for UGD petrochemicals project (Port Said)

Technical and Marketing Engineer, TARGET Co., Jan 2002 - March 2003

Petroleum Services and Agencies Company, Maadi, Cairo

Duties & Responsibilities:

- Gathering information about new projects and future tenders.
- Studying tenders and determining the scope of work, and deciding how to supply this material.
- Initiated & carried out important meetings with the key persons such as the chairmen & general managers of the major petroleum companies in Egypt, obtaining valuable information about the future projects & tenders in the petroleum sector.
- Designed the logo, printings, catalogs & the website of the company.

Courses:	Project Management Professional (PMP), 27 Oct– 24 Nov 2007 Amideast, Dubai (Knowledge Village).		
	Project Cost Control - Primavera (P3), 29 May– 3 June 2004 The American University in Cairo (AUC).		
	Welding Codes & Qualifications, 24 May – 28 May 2004 The American University in Cairo (AUC).		
	The Cost Control Applications of Primavera (P3), 11 January – 15 January 2004 PETROJET Head Office, Cairo.		
	Planning and Project Management, 17 August - 21 August 2003 PETROJET Head Office, Cairo.		
	Basis of H.S.E, 10 May - 17 May 2003 PETROJET Eastern Branch, Suez.		
Computer Skills:	Introduction to Computers & Operating Systems, 16 August 1993 PCC (Pyramids Computer Center), Cairo.		
	Primavera P3 – P6	Windows XP, Me, 2000, 98	MS DOS
	MS Project	MS Word	Adobe Photoshop
	PLC Programming	MS Excel	Java Script Editing
	Mat lab	MS PowerPoint	GIF Animation
	Pascal	MS FrontPage	
Language Skills:	<ul style="list-style-type: none"> • Excellent command of spoken and written English & Arabic languages. • Basic knowledge of spoken and written French. 		
Personal Details:	Nationality:	Egyptian	
	Date of Birth:	24/2/1979	
	Marital Status:	Married – No Children	
	Driving License:	UAE / Egypt	
	Visa Status:	Employment Visa – Transferable.	
	NOC Status:	Available	